



**Pediatric Dental Initiative (PDI) Surgery Center
Job Description: Billing and Finance Coordinator**

POSITION SUMMARY:

The Billing and Finance Coordinator facilitates insurance billing and reimbursement for PDI by assisting patient families in filing for medical insurance reimbursement for services and supplies rendered by the Surgery Center. Ensuring the integrity of registration data collected, including insurance and benefit verification, acquisition of required information in filing for medical and dental insurance reimbursement, and collection of patient balances. The Billing and Finance Coordinator acts as mediator for all parties concerned (patient, clinicians, Surgery Center, and insurance company) until the claim has been reconciled or payment rendered. The position monitors and maximizes accounts receivable by submitting accurate claims in a timely manner in accordance with CMS, commercial payers, and regulatory guidelines.

The Billing and Finance Coordinator also oversees clinician payments, bank deposits, and provides support to executive leadership for key finance functions.

REPORTS TO: Executive Director

INSURANCE BILLING RESPONSIBILITIES:

1. Verifies all information received on the Patient Information Sheet including any insurance identification card or pre-authorization form.
2. Provides training and feedback to Patient Care Coordinators regarding demographic and insurance information collection that impacts billing and claims processing.
3. Verifies with the insurance company the coverage for services to be rendered, pre-authorization necessity, and/or patient deductible satisfaction or amount owed.
4. Audits medical and dental record documentation including chart and operative reports to extract details of procedures to determine correct coding information.
5. Completes forms with accuracy and mails to appropriate address for insurance claim's processing or follow-up.
6. Monitors the process for each claim and initiates follow up (i.e. resubmission of claims or additional information needed) until the claim has been reconciled.
7. Provides timely reports to Executive Director on payment issues or any changes which may affect a patient account, insurance reimbursement, or payment for services rendered.
8. Processes patient payments.
9. Maintains payer contract information in billing software program.

FINANCE SUPPORT RESPONSIBILITIES:

1. Collaborates with Administrative Coordinator to process monthly payments to clinicians. Serves as point of contact to anesthesiologists and dentists for accurate and timely payments.
2. Bank Deposits:
 - a. Retrieves and counts checks and receipts for weekly or biweekly deposit.
 - b. Prepares the deposit.
 - c. Stores the checks/cash in a secure location until deposited.

- d. Delivers deposit to the bank.
 - e. Timely reporting of deposit accounting information to bookkeeper for posting.
3. Assists with check requests processing for payroll and accounts payable as needed.
 4. Other duties and responsibilities as assigned.

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QUALIFICATIONS:

- Positive, enthusiastic attitude, professional behavior and excellent work habits
- Ability to exercise independent judgment, work independently and work as part of a team
- Effective project coordination skills, including report writing, data collection and analysis
- Work experience and thorough knowledge of medical and dental billing and coding, ability to comprehend and navigate multiple insurance company contracts including, but not limited only to, Medicare, Kaiser, Medi-Cal, and Denti-Cal for claims processing, timely filling requirements, supporting document requirements and claim dispute processes.
- Knowledge of medical and dental terminology, patients' rights, and the medical-legal aspects relating release of information and HIPAA.
- Knowledge of CPT, HCPCS Level II, and ICD-10 Coding principles
- Ability to analyze medical reports and insurance reconciliation /payment remittance reports, and questions patient have about insurance payment reports on their claims (i.e. EOBs).
- Demonstrated skill in utilizing cloud-based systems, computer applications and software programs
- High school diploma and previous medical and/or dental billing experience.
- Certified Medical Reimbursement Specialist (CMRS), preferred
- Bilingual Spanish communication capability, preferred.

E-mail resume to PDI Executive Director, Tara Good-Young, tara@pdisurgerycenter.org